

OLC RECORD COPY

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14 JUL 1978

MR

MEMORANDUM FOR: Director of Central Intelligence

FROM: Frederick P. Hitz
Legislative Counsel

SUBJECT: Your Meeting with Congressional Women's Caucus
on 19 July 1978

1. Action Requested: None; for your information only.
2. Background: An informal meeting has been scheduled for you to chat with Members of the Congressional Women's Caucus on Wednesday, 19 July, at 3:30 p.m., in H-239, The Capitol. This has been set up in line with your expressed desire to meet with selected Congressional groups. It is anticipated that between 12 and 14 Members of the Caucus, out of 17 Members, will be at the meeting.
3. Ms. Betty Dooley, Executive Director of the Caucus, canvassed the Members and informed us that they are most interested in hearing your views on the role of women in the Agency, e.g., promoting of women, women in policy-making positions, and whether we have any sort of system whereby we seek out talented, mid-level women for advancement to top positions later on in their careers.
4. Attached are biographic cards on all the Members of the Congressional Women's Caucus.
5. Recommendation: It is recommended that you approve the attached summary of information to assist in your presentation and also that Ms. Edith Schneider, Deputy Director, EEO, and Federal Women's Program Manager, who is most familiar with this subject, accompany you to the Women's Caucus meeting.

SIGNED

Frederick P. Hitz

Attachments:
As Stated

Distribution:
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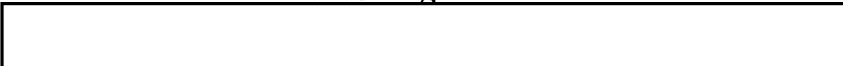
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WOMEN IN THE AGENCY


Women comprise one-third of the Agency's workforce. In the ten years since 1967, the number of women in grades GS-09 and above has gradually increased, with a marked improvement coming after 1974 when Agency-wide attention was focused on the advancement of women and minorities in the New Approaches to Personnel Management implemented by the then DCI, Mr. Colby. Some examples of our accomplishments are:



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Women are found in increasing numbers in the technical field. female, 


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Continuous emphasis is placed on improving the number of female professionals. In FY 1975 women were 

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Through Upward Mobility Programs  and the career development efforts of supervisors and career panels, there is a continuous movement of promising clericals to professional status.

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The recruitment of professional women and minority employees has been a priority task of the Office of Personnel. 

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 The Office of Equal Employment Opportunity assists by exhibiting and participating at minority and women's conferences to introduce the profession of intelligence and to make known the career opportunities at CIA. For example, we just finished successful exhibits at the IMAGE (Hispanic American) Conference and the NAACP and have identified some excellent potential female applicants. We are now getting ready for the National Urban League Conference to be held in August.

PROMOTION OF WOMEN WITHIN THE AGENCY

Statistics for the past few years indicate professional women are promoted at a higher percentage than their percentage of the related workforce. As noted above, in FY 1977 women



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DO WE SEEK OUT TALENTED WOMEN

The Agency personnel management policies are directed to seeking out all talented employees. However, as the statistics for conversion to professional status and for the rate of promotion indicate, women are advancing in the professions. The current thrust in the management of the career of women employees is to increase the female workforce in the grades GS-13 and above and to insure they receive the types of assignments which will develop their talents and provide the experience for senior management positions. The increasing attendance of women in the senior management courses, as well as in the external Federal programs, and the number of women on the Executive Development Roster are indications of Agency interest and progress in this area of development.

Within the merit principles for selection and advancement, we believe the percentage of women professional employees will steadily increase with consequent advancement and assignment to senior level positions in management as well as in substantive specialties.

WOMEN IN POLICY MAKING POSITIONS

Unlike other Federal agencies, CIA has not had an influx of political appointees after changes of national administration. Therefore vacancies in "Policy Making Positions" are filled mainly by professionals developed internally. The Agency's senior women serve in positions of responsibility. The GS-18



COMPARISON OF CIA TO FEDERAL GOVERNMENT

While women comprise a larger percentage of the GS Federal population than they do in CIA (see attachment) the average grade of the CIA female employee is higher. However, Federal statistics include agencies such as the Social Security Administration, Veterans Administration and the Internal Revenue Service, all of which have large numbers of clerical employees and exceptionally large percentages in relation to the professional workforce. Any discussion, therefore, of comparison with CIA must take into account the disciplines required and the functions and mission of the Agency.

VETERANS PREFERENCE

The pending legislation on reducing Veteran's preference for Federal employment does not apply to CIA which has no veteran's preference. This is, however, a major issue of the Federal Women's Program because of the adverse impact on women in the Federal service.

SUMMARY

While the tone of this paper is positive, as befitting its purpose, it does not mean that we have no problems in the employment of women. Our progress has been modest and the numbers are still small. There remains a continuous problem of attitudes of managers who do not envision women in certain occupations, who tend to steer women into administrative or staff positions as opposed to line management, or who view women as stereotypes. These concerns are not unique to CIA but are reflective of our society. Only the continued commitment of senior management can ensure continuing progress.

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